

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

February 29, 2012
Reference #FY12-11

Position Title: Case Manager Generalist

Location: Office of the Clerk, NYC

Salary Range: CL-23/1 to CL-24/25 (\$34,964 - \$48,439)
depending on experience, salary, and qualifications

Closing Date: March 23, 2012

Position Overview: The Case Manager Generalist reviews, routes and prepares legal documents and correspondence pertaining to appellate cases. The Case Manager Generalist enters case information in the Court's computer database, advises counsel and the public on court procedures and federal and local rules, and applies the rules as needed to appeals. Incumbent selected may be assigned to either a Civil or Criminal team.

Requirements: Applicants must be computer literate and have excellent organizational and communication skills. Must possess a minimum of two years of work experience which relates to the processing of legal documents and/or the application of regulations or the use of technical terminology. Bachelors or Associate Bachelor degree from an accredited institution preferred. Equivalent work experience will be considered.

Application Procedure: Please submit two (2) cover letters and two (2) résumés to:

Evelyn Ortiz, Human Resources Director
United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY12-11

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER